

<b>SUBJECT:</b>	Fermilab Corrective & Preventive Action Plan – Form 1 - Simple	<b>NUMBER:</b>	1004.1001 FORM 1
<b>RESPONSIBILITY:</b>	Quality Assurance Manager	<b>REVISION:</b>	000 C3
<b>APPROVED BY:</b>	Head, Office of Quality and Best Practices	<b>EFFECTIVE:</b>	04/03/09

### CAP INITIATION

<b>This section to be completed by the person requesting simple corrective / preventive action</b>	
<b>Requestor Name:</b> Jed Heyes <b>Organization:</b> Fermilab Quality Assurance <b>Phone:</b> 3969	
<b>Problem/Opportunity To Be Addressed</b> - Open 2006 DOE QA Program Finding - Fermilab does not have an established Document Control Program to meet the intent of Director's Policies #10 and #13.	
<b>Unique Tracking Number:</b> DD-MM/DD/YYYY-x: OQ-08/05/2009-1	
(DD=Div or Sec, MM/DD/YYYY= Date Opened, x=1, 2, ...n)	
<b>Responsible Person:</b> Vicki White <b>Organization:</b> CIO, Head CD <b>Phone:</b> 3936	
<b>**Responsible Person Acceptance:</b> <u><i>V. White</i></u>	<b>Date:</b> <u>2/16/10</u>
<p><b>*Comments:</b> "Fermilab does not have an established Document Control Program to meet the intent of Director's Policies 10 and 13. Such a program would ensure that documents were appropriately specified, prepared, reviewed, approved and maintained through a process of document control reviews, a formal document approval process, a document tracking database, and a master document file.</p> <p>Obsolete documents may be inadvertently utilized by personnel, duplication of documentation may occur between Divisions/Departments or Sections, contradictions may arise between documents within organizations, documents may not be updated in accordance with established review cycles, and other external reviewers may not be able to adequately review laboratory programs."</p>	

### CAP DEVELOPMENT

<b>This section to be completed by the Responsible Person</b>
<p><b>Describe the Actual Problem/Opportunity, and What Caused it (Simple Root Cause):</b> Fermilab has not established a laboratory Document Control Program to implement DP #10 &amp; #13.</p> <p>The current state of affairs is the result of the diversity of needs within and between the various Fermilab Divisions/Sections/Centers and the variety of methods and systems creatively employed to satisfy those needs. It also results from transitioning over an extended period of time from exclusively paper based documents towards more electronic documents and document management systems.</p> <p>Although a laboratory-wide solution is desired, it requires significant resources in terms of funding and effort.</p>
<p><b>Remedial/Compensatory, Corrective, and/or Preventive, actions being taken and (where applicable) Initial Lessons Learned:</b></p> <p><b>Remedial/Compensatory Actions:</b></p>